

**CONTINUING EDUCATION
APPROVAL REQUEST**

PR-PML-131 (REV. 09/03)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 324-4250
FAX - (916) 324-9006
Web site: <http://www.cdpr.ca.gov/>

NOTE: DPR MUST receive this application at least 30 DAYS in advance of the course/seminar presentation date. Applications submitted after the class begins will be automatically denied.

DPR I.D. CODE NUMBER - DPR USE ONLY	DATE RECEIVED - DPR USE ONLY
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A. Course Description

Type or print this application in ink. Complete Section A, B, C, E, and F. Additional instructions are on the reverse.

COURSE/SEMINAR TITLE			COURSE/SEMINAR DATE
COURSE/SEMINAR LOCATION ADDRESS	(City)	(State)	(ZIP Code)
STARTING TIME			
PROVIDER ORGANIZATION(S)			EMAIL ADDRESS
CONTINUING EDUCATION PROVIDER CONTACT PERSON			TELEPHONE NUMBER
			()
CONTINUING EDUCATION PROVIDER ADDRESS	(City)	(State)	(ZIP Code)
FAX NUMBER			
			()

B. Course Availability - Check the Appropriate Box(es).

<input type="checkbox"/> Classroom	<input type="checkbox"/> Field Trial	<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Closed to the Public	<input type="checkbox"/> Attendance Fee \$
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C. Hours Requested for Each Topic

	HOURS REQUESTED
Laws and Regulations (L)	<input type="text"/> Hours
Aerial Equipment and Aerial Application Techniques (A)	<input type="text"/> Hours
Other (O)	<input type="text"/> Hours

D. Hours Approved for Each Topic

HOURS APPROVED - DPR USE ONLY
<input type="text"/> Hours
<input type="text"/> Hours
<input type="text"/> Hours
TOTAL NUMBER OF HOURS APPROVED

E. Who is the Targeted Audience?

Estimate Number in Attendance: _____

Pest Control Advisers (AA) _____	Aerial Applicators (AP/JP) _____	Private Applicators _____
Ground Applicators (QC) _____	Ground Applicators (QL) _____	Others _____

F. Course Outline - Submit this application with one copy of the agenda and the \$45 processing fee at least 30 days in advance of the course/seminar.

APPLICANT'S SIGNATURE	DATE SIGNED
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G. Fees. Enclose a check/money order/credit card payment payable to Cashier, Department of Pesticide Regulation. The processing fee is \$45. The fee includes all additional presentations within the calendar year and with the same agenda. **Fees are non-transferable and non-refundable.** Mail to Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

H. Notification Status - DPR USE ONLY

<input type="checkbox"/> Based upon the information provided on your Continuing Education Approval Request application, the course/seminar did not meet DPR's approval requirements.
<input type="checkbox"/> Your Continuing Education Approval Request application cannot be processed until you provide more detailed information on how subject/topic relates to pesticides or pest management. Please explain: _____
<input type="checkbox"/> Your Continuing Education Approval Request Application is approved .

ACCOUNTING USE ONLY

REVIEWER'S SIGNATURE	DATE SIGNED
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CONTINUING EDUCATION APPROVAL REQUEST INSTRUCTIONS

The purpose of continuing education is to ensure license and certificate holders keep their knowledge current in the area of laws and regulations; provide proper, safe and efficient pesticide use; protect the public health, environment and property; and encourage safe working conditions for agricultural and pest control workers. Examples of pest management and pesticides continuing education instruction may include: College level instruction, demonstrations or presentations of current applied research; professional or technical seminars; demonstrations relating to pesticides or pest management; and field trial tours. *Note: Sales presentations or exams/testing will not be approved.*

Instruction for "continuing education" in pesticides and pest management must be *preapproved* by the Department of Pesticide Regulation (DPR). To obtain approval, sponsors must submit items 1-3 below to **Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015**. **1)** Continuing Education Approval Request (form PR-PML-131). Copies of this form are available on DPR's web site at <http://www.cdpr.ca.gov>, at all county agricultural commissioner offices, or you may call the Licensing and Certification Program at (916) 324-4250, and a form will be mailed to you. **2)** Course outline/agenda and course description (see **Section F** for additional requirements). The outline must include time for break-outs, course title, description and speaker's name. At least one hour of pest management or pesticides course material must be presented. **3)** \$45 processing fee (see **Section G** below).

This information must be received by DPR **at least 30 days before the course is scheduled to begin**. **Applications received after the course begins will be automatically denied**. You will be notified within 20 days if your application is determined to be incomplete. The maximum time for DPR to approve or deny course accreditation is 30 days. If the course is approved it will be posted on DPR's web site at <http://www.cdpr.ca.gov>

Section A: Course Description. This information is used for record keeping and contact purposes. We will send approval status information to the person at the address listed on the application.

Section B: Course Availability. This information may be provided to persons who inquire about continuing education opportunities.

Section C: Hours Requested for Each Topic. Indicate the number of hours you are requesting for each topic. **Minimum instruction must be one hour in length.** One 15-minute break may be included during each four-hour instruction presentation.

Section D: Hours Approved for Each Topic. This section will be completed by DPR staff. Approval is based upon the information you submit.

Section E: Who is the Targeted Audience? Who are you targeting? How many will be in attendance?

Section F: Course Outline. The topics on the outline must clearly state that it is pest management or pesticides, otherwise approval will be denied. A brief explanation must be provided to clarify the topic if you wish credit. Sign and date the application. Include one copy of the course outline and a description of the course and number of hours you are recommending for each topic. Mark the copy of the outline with appropriate L, A, or O to indicate the topic which best describes the course and note the number of hours you are requesting for each L, A, or O. For example, you would mark "New Laws Affecting Pest Control Businesses" with a "L" for 'Pesticide Laws and Regulations' and a "2" if the course is two hours in length. Training course topics are:

Pesticide Laws and Regulations 'L': Examples: California and federal laws and regulations impacting pest control and the use of pesticides. Courses pertaining to the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), California Food and Agricultural Code and accompanying regulations, or other pesticide regulatory codes; pesticide and field worker safety; pesticide storage, transportation, and disposal; endangered species; ground water protection; pesticide labeling; licensing and certification requirements for pesticide applicators and advisers; and pesticide registration.

Aerial Equipment and Aerial Application Techniques 'A': Examples: Characteristics, advantages, disadvantages, selection, use, cleanup, and care of aerial application equipment and application techniques; drift reduction; calibration of liquid and dry systems; dispersal equipment; swath marking and flight patterns.

Other Pesticides or Pest Management Topics 'O': Topics about pest management and pesticides other than the two course topics listed above. Examples: Pest identification, crop ecosystems, pest life histories, economic thresholds, cultural practices, biological control, plant and animal management systems, chemical control and other components of pest management systems. Other examples include characteristics, advantages, selection, use, cleanup, and care of ground equipment; use of compressed air, back-pack, low-pressure, high-pressure hydraulic, and air-blast sprayers; ultra-low volume, injection pump, dust and granular applications; application and drift reduction techniques; and equipment calibration.

Section G: Fees. Enclose a check, money order, or credit card payment (must include original signature on Visa/Master Card Transaction form, DPR-ACC16-105, available on DPR's web site at <http://www.cdpr.ca.gov>), payable to "Cashier, Department of Pesticide Regulation." The processing fee is \$45. The fee covers all additional presentations within the calendar year and with the same agenda. **Fees are non-transferable and non-refundable.** Mail to: Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

Section H: Notification Status. This section will be completed by DPR staff, then returned to you. It will tell you if we need additional information to process your application or inform you about DPR's approval or denial of the course/seminar for continuing education accreditation.

If you need assistance completing this form, please call the Continuing Education Accreditation Program at (916) 324-4250. **Applications submitted without the \$45 processing fee will be discarded.**